



## **Board of Trustees Monthly Meeting Minutes**

Wednesday, September 4, 2024

Montgomery Community College (Capel Hall)

1011 Page St.

Troy, NC 27371

### **1. Call to Order - Gordon Knowles, Chair**

The regular meeting of the Board of Trustees of Montgomery Community College Board was held on Wednesday, September 4, 2024, in the Claudia Blair Bulthuis Boardroom in Capel Hall. The meeting was called to order at 6:30 PM by Mr. Gordon Knowles, Board Chair.

#### **Board Members Present:**

Claudia Bulthuis, Gelynda Capel, Dr. Katie Dunlap, Kerry Hensley, Gordon Knowles, Dr. Tawanda Matthews, Mike Mills, Bill Price, and Drew Harmon.

#### **Board Members Absent:**

Susan P. Eggleston, Robert Harris, Tim McAuley, and Dr. Philip Jones.

#### **Other Present:**

Dr. Chad Bledsoe, President; Jeanette McBride, Senior Vice-President of Administrative Services; Dr. Natalie Winfree, Vice-President of Instruction and Student Services; Korrie Ervin, Special Projects Coordinator/Grants Writer; Josh Thaxton, Systems Technician; John Smith, Evening Custodian; Shannon Thomason, Director of Dental Hygiene/Instructor; Shelly Parnell, Medical Office Administration Instructor; Karen Perdue, Accounts Receivable Specialist; Pete Gibbons, Carpentry Instructor; Sam Britt, Dean of Arts and Sciences; and Rene Perryman, Executive Assistant to the President.

**2. Welcome and Announcements - Mr. Knowles**

Mr. Knowles welcomed all in attendance including new Trustee member, Mike Mills; SGA President, Drew Harmon; Dean of Arts and Sciences, Sam Britt; and new employees, Don "Pete" Gibbons, Shelley Parnell, Karen Perdue, Shannon Thomason, and John Smith. Mr. Knowles shared announcements.

**3. Prayer - Claudia Bulthuis**

Mrs. Claudia Bulthuis opened the meeting with prayer.

**4. Approval of Agenda- (Action) - Mr. Knowles**

Mr. Knowles stated that there was an amendment to the agenda with regards to a change in the MCC ByLaws. The item has been removed from the agenda and tabled until next month. Mr. Knowles called for a motion to approve the agenda, as amended.

*Moved by:* Dr. Katie Dunlap

*Seconded by:* Bill Price

**Motion carried.**

**5. Board of Ethics Reminder- Mr. Knowles**

In keeping with MCC Board Policy 1.4 Conflict of Interest and Chapter 138A of the North Carolina Board of Ethics, any potential or actual conflicts of interest with matters coming before the Board of Trustees should be declared.

Mr. Knowles read the ethics statement, reminding the Board of Chapter 138A of the State Government Ethics Act and the Montgomery Community College Board Policy 1.4 Conflict of Interest, and asked if there were any potential or actual conflicts of interest.

No conflicts of interest were declared.

**6. Board Presentation - Sam Britt (QEP) **

Sam Britt, Dean of Arts and Sciences gave a QEP (Quality Enhancement Plan) presentation. She focused on the details of the Success Navigators

and their role at the college.

**7. Approval of Board and Committee Minutes - Mr. Knowles**

- 7.1 Board of Trustee Meeting Minutes August 10, 2024 (Action) - Mr. Knowles

[Board of Trustees Meeting - Aug 10 2024 - Minutes - Html](#) 

Mr. Knowles called for a motion to approve the August 10, 2024, Board Retreat minutes.

*Moved by:* Dr. Katie Dunlap

*Seconded by:* Kerry Hensley

**Motion carried.**

**8. Finance and Facilities Committee - Robert Harris**

No Report.

**9. Personnel Committee - Katie Dunlap**

No Report.

**10. Curriculum and Student Services Committee - Bill Price**

No Report.

**11. Legislative and Institutional Status Committee - Kerry Hensley**

No Report.

**12. Executive Leadership Reports - Dr. Chad Bledsoe**

- 12.1 [Monthly Financial Reports - Jeanette McBride](#) 

Jeanette McBride, Sr. Vice-President of Administrative Services presented the July 2024 Financial Reports. State Funds expenditures totaled \$771,337 for July, which is in line with expenditures this time last year. The State budget had not been received by the end of July 2024. The 3% salary increase for full-time employees was received and was included on the August payroll. The County budget for FY2024-2025 is \$1,006,500, which is \$48,000 higher than last year. County operating expenditures totaled \$82,233 or 8.2%

of budget. The Institutional Funds balance was \$2,798,750 as of July 31, 2024. \$1,500,000 is for renovations and equipment for the Dental Hygiene program. Also included in Institutional Funds is the \$50,000 the County appropriated to be used as an Employee Retention Bonus for full-time employees. The balance of the STIF account as of July 31, 2024 was \$213,497.

12.2 **Facilities and Construction Update - Dr. Bledsoe** 

Dr. Bledsoe presented the Facilities and Construction update.

12.3 Construction Project No. 2278 Funding Source Revision - Dr. Bledsoe

Dr. Bledsoe presented the Construction Project No. 2278 Funding Source Revision. This is a project to renovate Blair Hall (building 100) which has around \$195,000 left in it from the original Connect NC Bond funds. Originally a contract was added to renovate a recently vacated area to move the WorkForce Development staff. That area is now being renovated for a new Dental Hygiene lab. Previously, approval was received to use County Quarter Cent Sales Tax, but the system office recommended using the surplus funds left in project 2278 for this project.

12.4 **Foundation Director's Report - Dr. Bledsoe** 

Dr. Bledsoe presented the Foundation Director's Report showing the total fund balance for all accounts is \$5,100,943.35. This reflects a market change increase of \$64,226.19 for the period ending July 31, 2024. Dr. Bledsoe discussed upcoming fundraising events.

12.5 Grants Report  
No Report.

12.6 **Instruction and Student Services Report - Dr. Natalie Winfree** 


Dr. Natalie Winfree presented the Instruction and Student Services Report. The fall semester officially started on Monday, August 19, 2024, with many CTE and General Education courses starting the following week, August 24, 2024.

12.7 [Personnel Updates - Dr. Bledsoe](#) 


Dr. Bledsoe presented the personnel updates since the last board meeting. There were no separations in July.

12.8 [Marketing and Public Relations Report September 2024 - Dr. Bledsoe](#) 

Dr. Bledsoe discussed the Marketing and Public Relations report. He noted the importance of billboards to current recruiting efforts.

12.9 Board Policy Update - Policy 3.3.7 - Discrimination & Harassment (Second Reading) (Action) - Dr. Bledsoe  
[Policy 03.03.07 Discrimination & Harassment \(cross ref. 5.3.4\) Procedure 3.3.7.1, 3.3.7.2](#) 

*Proposed Changed - Addendum allowing administrative updates to contact information.*

12.10 Board Policy Update - Policy 5.3.4 - Discrimination & Harassment (Second Reading) (Action) - Dr. Bledsoe  
[Policy 05.03.04-Discrimination & Harassment \(cross ref. 3.3.7\) Procedure 5.3.41,5.3.4.2](#) 

*Proposed Changed - Addendum allowing administrative updates to contact information.*

Dr. Bledsoe discussed the proposed Policy 3.3.7 and Policy 5.3.4 revisions including an addendum allowing administrative updates of contact information on these policies. The addendum would allow employee names on the policies to be changed as needed, without requiring a Trustee vote.

Mr. Knowles called for a motion to approve the policy revisions and addendum as presented.

*Moved by:* Claudia Bulthuis

*Seconded by:* Bill Price

**Motion carried.**

**13. SGA Report - Drew Harmon, SGA President**

Drew Harmon presented the Student Government Association Report including events the SGA had been engaged with during the summer and during the first week of classes.

13.1 [Student Government Association Report - Drew Harmon](#) 

**14. President's Report - Dr. Bledsoe**

14.1 [President's Report](#) 

Dr. Bledsoe shared information about his activities since the previous board meeting. Additionally, he discussed upcoming events on his calendar. A letter from the Board of Trustees to the Montgomery County Commissioners thanking them for the retention bonus for full-time employees was presented and signed by Mr. Knowles.

**15. Chairman's Report - Mr. Knowles**

15.1 [Calendar of Events](#) 

Mr. Knowles presented the Calendar of Events.

A motion was made to hold the Board of Trustees Christmas Party on Wednesday, December 11, 2024 with the location to be determined.

*Moved by:* Claudia Bulthuis

*Seconded by:* Michael Mills

**Motion carried.**

**16. Adjourn -(Action)- Mr. Knowles**

Mr. Knowles called for a motion to adjourn at 7:50 PM.

*Moved by:* Bill Price

*Seconded by:* Dr. Tawanda Matthews

**Motion carried.**

A handwritten signature in black ink, appearing to read "John H. ...". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Chairman